

SECRET

PROPOSED PROCEDURE FOR SEPARATION FOR ADMINISTRATIVE REASONS

Individual Entitled to CSC Appeal

1. Supervisor initiates charges and recommends termination.
2. Director of Personnel reviews for sufficiency and adequacy and determines under which authority final decision should be made.
3. Supervisor prefers charges.
4. Employee has opportunity to request hearing in reply to charges.
5. Hearing, if requested, before Advisory Committee appointed by Director of Personnel.
6. Consideration of employee's reply and of recommendation of Advisory Committee with decision by Director of Personnel.
7. DS/S review of record and referral to Special EAG or recommendation to DGI to terminate under EAG(c).
8. Action by DGI.
9. Appeal, if any, to DGI.

Individual Not Entitled to CSC Appeal

1. Supervisor initiates charges and recommends termination.
2. Director of Personnel reviews for sufficiency and adequacy and determines under which authority final decision should be made.
3. Supervisor prefers charges.
4. Employee has opportunity to request hearing in reply to charges.
5. Hearing, if requested, before Advisory Committee appointed by Director of Personnel.
6. Consideration of employee's reply and of recommendation of Advisory Committee, with decision and action by the Director of Personnel.
7. Appeal, if any, to DGI.

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SUBJECT: Termination of Agency Employees

ORIGINATING OFFICE:

25X1A9a

151 [REDACTED]
Acting Director of Personnel

20 Apr 56
Date

Distribution:

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